

memorandum

DATE:

REPLY TO

ATTN OF: EM-53 (Hyde:301-903-7914

SUBJECT:

Office of Science and Technology Guidance for the FY 2001-2005 Multiyear Program Plans and FY 2001 Annual Performance Plans

TO: Distribution

Attached is guidance for the Focus Areas to use in conjunction with the crosscut programs in developing their FY 2001-2005 Multiyear Program Plans (MYPP) and Annual Performance Plans (APP) for 2001. Crosscut programs do not need to prepare separate MYPPs. The draft MYPP should be completed and submitted by September 30, 2000. The draft APP should be completed and submitted by November 15, 2000, and should be based on the initial financial plan. The final MYPP, with the APP as an addendum, must be endorsed by the host Site Assistant Managers for Environmental Management, the User Steering Committee Chair, the Lead Laboratory, and the field and Headquarters Focus Area leads. The signed MYPP/APP package is due December 1, 2000, and will show ownership of all crosscut program initiatives by the Focus Area.

As an addendum to the MYPP, the APP will establish a formal commitment between Headquarters and the field organizations for the current year (FY 2001). The APP will describe the technology development activities, the indicators of performance, and which user needs the Focus Area intends to address in the Program Execution Guidance process.

This MYPP/APP package will provide credence to budget and planning activities throughout the year. If you have any questions concerning the MYPP or APP, please contact Mr. Jerry Hyde at (301) 903-7914.

/S/

Gerald G. Boyd
Deputy Assistant Secretary
for Science and Technology
Office of Environmental Management

Attachment

Memorandum to Distribution From Gerald Boyd
Subject: Office of Science and Technology Guidance for the FY 2001-2005 Multiyear
Program Plans and FY 2001 Annual Performance Plans

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EM-53:JHyde:lr:3-7924:8/21/00 :A(Hyde):MYPPAPPcoverletter3.wpd

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